



City of Hannibal
Office of City Clerk – Angelica N. Zerbonia

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To All Applicants for Special Events,

As America's Hometown, the City of Hannibal encourages special events, festivals, and parades in our community. These events add to our quality-of-life, and help make Hannibal a truly unique hometown!

In encouraging these events however, the City remains cognizant of possible impacts to non-participants, such as neighboring residents or nearby businesses. The City wants these events to have minimal impact on others.

Special events that will occur solely on private property do not *typically* require City Council approval. The City simply asks that noise levels be contained, safety monitored, and trash/debris removed after the event. In essence, we ask for your consideration toward others.

Special events that will (1) occur on public property, (2) require street closures, (3) involve outdoor retail sales, or (4) involve off-site liquor sales, first require City Council approval. For such events, please complete the attached *Special Event Application*; execute the Hold Harmless Agreement then return it to the City Clerk. The City additionally requires a Certificate of Insurance, naming the City as an additional insured prior to event taking place.

On the attached Application, please fill-in the date that you would like the City Council to hear your request. It is very important that you (or a member of your organization) attend the Council Meeting to answer any questions. Questions typically involve ways to assure that surrounding residents are not negatively impacted.

To be placed on a Council Meeting agenda, this Application must be submitted to the City Clerk no later than the Wednesday preceding that Council Meeting. This is very important, as the City Clerk has a legal deadline for publishing the agenda, and the City Council, by law, can only act on items listed on the agenda.

Note, if your Special Event involves a parade, City Ordinance requires you to obtain a permit from the Police Department after Council approval, but prior to your event. Restated, if the City Council approves your request, you must contact the Police Department (221-0987) within 10 days of your Special Event to secure the appropriate parade permit.

Finally, if your Special Event involves off-site liquor sales, you must have a valid liquor license, or a specific State exemption thereof before the City Council can consider your Special Event. The City Clerk (221-0111) is available to answer any questions you may have.

We have created this Special Event Application to help simplify your review process. We wish you well with your Special Event, and thank you for contributing to our quality-of-life here in America's Hometown!



SPECIAL EVENT APPLICATION

City of Hannibal Missouri

Today's Date: _____

Date you wish to be placed on Council Agenda: _____

Your Organization: _____

Special Event: _____

Date(s) of Event: _____

Requested Times (from - to) _____

Description of Activity: _____

Primary Contact Person(s): _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

e-mail: _____

Assistance Needed (locations for street closures, etc.): _____

DEPARTMENTAL COMMENTS: (office use only)

Police _____

Dept. Cost _____

Public Works _____

Dept. Cost _____

Fire _____

Dept. Cost _____

Parks _____

Dept. Cost _____

Administration _____

Dept. Cost _____

STAFF RECOMMENDATION: _____



City of Hannibal

City Clerk's Office

320 Broadway • Hannibal, MO 63401

Phone: 573 221-0111 • Fax: 573 221-8191

Date: _____

SPECIAL EVENT HOLD HARMLESS AGREEMENT

WE, _____, agree to protect, indemnify, save and keep harmless, the **CITY OF HANNIBAL**, against and from any and all loss, cost, damage or expense, arising out of or from any accident or other occurrence on or about said premises causing injury to any person or property, including injury to ourselves, and will protect, indemnify and save and keep harmless the above mentioned parties from any and all claims, costs or expense arising out of our use of the premises for the purposes of _____, and comply with and perform all the requirements and provisions agreed to and required by the **CITY OF HANNIBAL**, during period commencing _____, at the premises of _____

We also agree not to allow entrance to the premises or use the premises by anyone who has not previously been authorized entrance or use of the premises, and who has not previously agreed to protect, indemnify, save and keep harmless the **CITY OF HANNIBAL**, and whose signatures do not appear on this agreement.

We also agree to pay for any damages to the premises and equipment caused by our use or negligence, excluding normal wear and tear of the premises or equipment.

We also agree to notify the **CITY OF HANNIBAL** of any damages or hazardous conditions immediately, and to immediately discontinue use of the premises, until the condition can be corrected.

Signature

Title